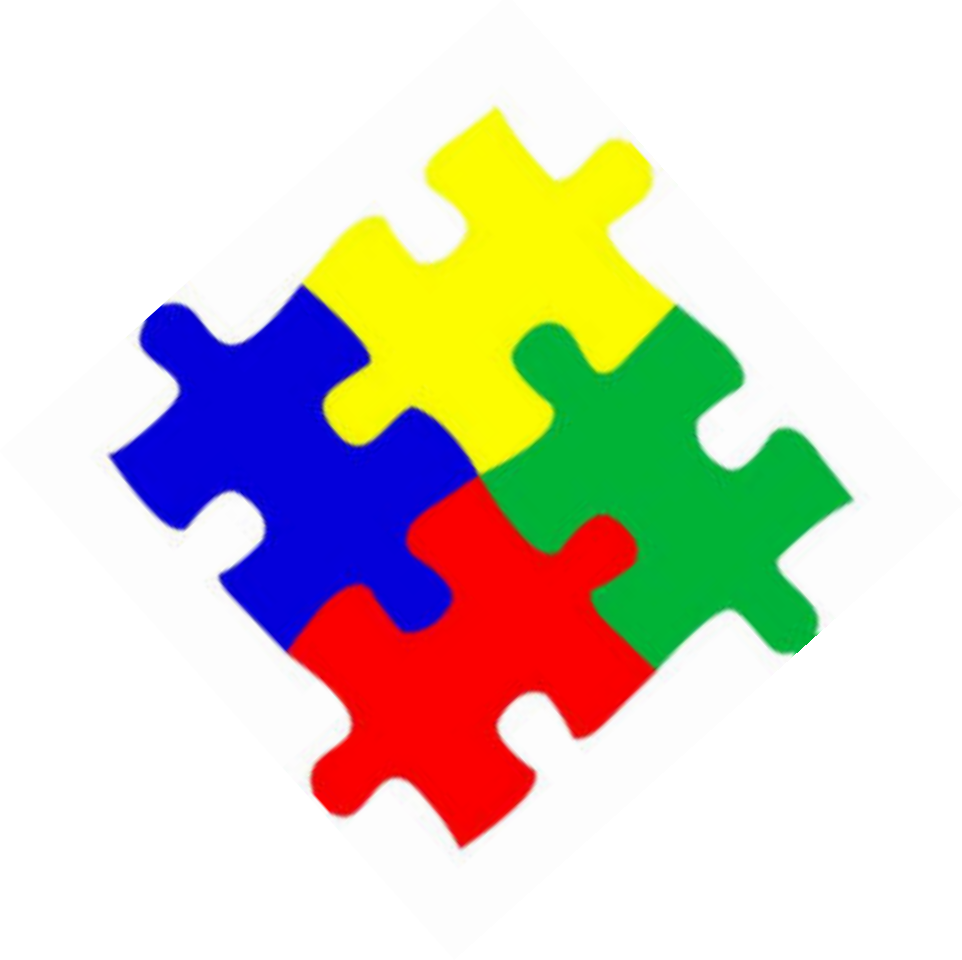
ECC Companion



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ECC Companion is desktop/laptop software designed to supplement the New Jersey Electronic Child Care Provider Web Portal, ECC. The system provides an interface that greatly improves the user's efficiency. The system also produces reports providing detailed and summarized information in single views. If you have more than 10 children receiving a New Jersey Cares for Kids (NJCK) or Work First New Jersey (WFNJ) subsidy you could benefit from using the ECC Companion system. With ECC Companion reports and data sheets you only interface directly with the ECC portal for VOIDS only.

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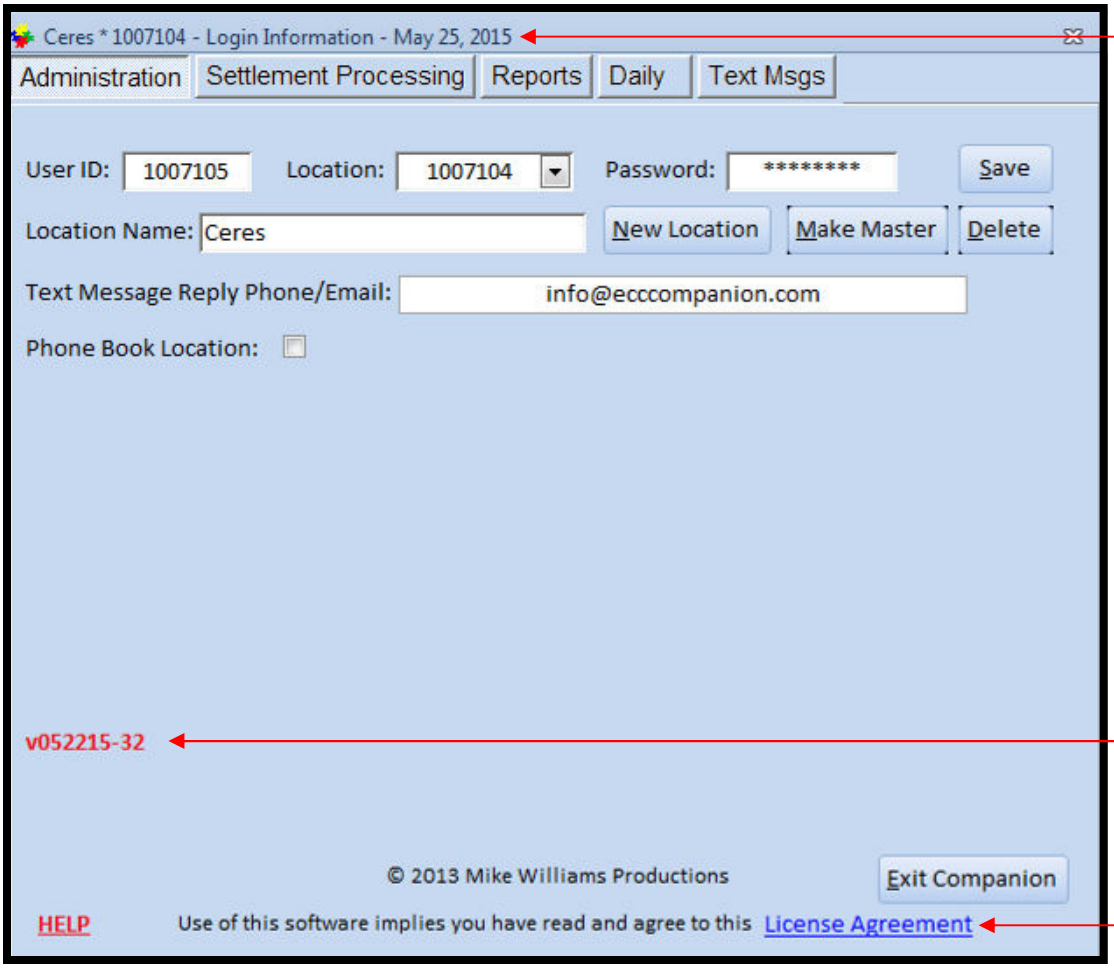
Administration Tab



Current location name, number and date.

Current software version and OS architecture specification (32 bit/64 bit).

Link to the current License Agreement.

Button/Field	Description
UserID	Eppic user-id used to log into the E-Child Care Portal. This field should be the same as the ***Location*** in a single location environment or when your R&R Agency has not consolidated all of your locations to one id, if so this is the one id location.
Location	Eppic location number, used when a single user-id is used to login
Password	Password used to log into the E-Child Care Portal. This must be changed when the portal password changes.
Save	Button used to save password, location name and text message email changes.
Location Name	A short name of the child care location.
New Location	Button used to create another location for a multi-location child care center.
Make Master	Button to make ***UserID*** the master login id for multi-location child care centers.
Delete	Button to Delete the current location.
Text Message Email	Email address to receive responses to missing swipes and Broadcast text messages.
Exit Companion	Button use to close the application.

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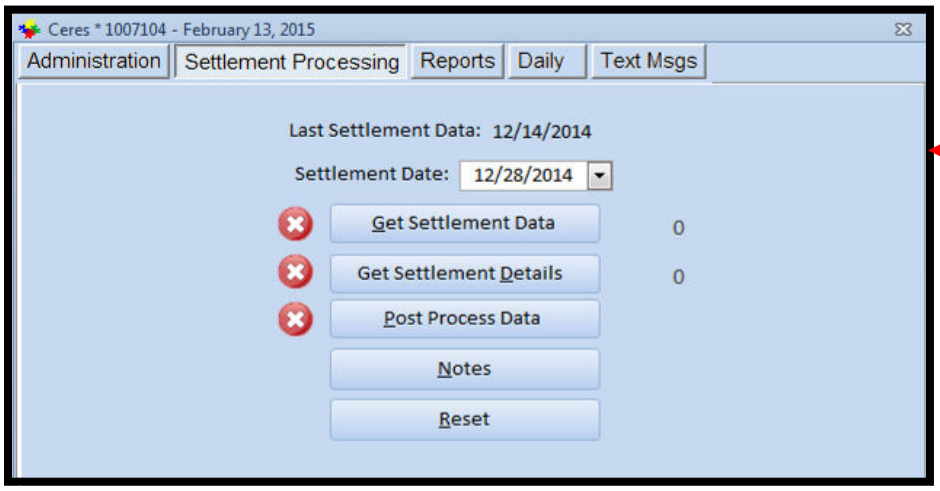
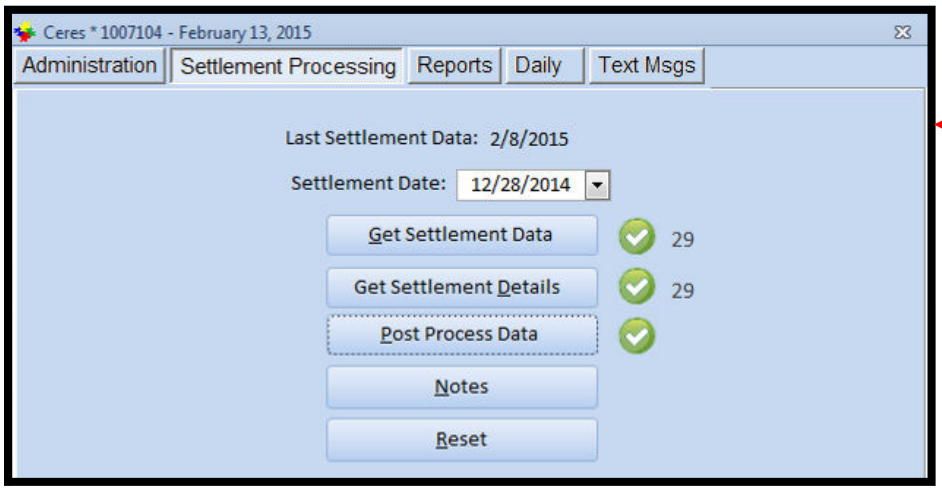
Settlement Processing Tab

Settlement processing should be done every two weeks after the State of New Jersey makes a direct deposit into your account. The process will retrieve all payment data for the selected "Settlement Date"



UNPROCESSED Settlement Screen

No data has been retrieved for the 12/28/2014 Settlement Date as indicated by the white 'X' in the red circles and the zeros to the right of the 'Get Settlement Data' and 'Get Settlement



PROCESSED Settlement Screen

Settlement Processing is a three (3) step process.
Step 1 - *Get Settlement Data*.
Step 2 - *Get Settlement Details*.
Step 3 - *Post Process Data*.
When complete the checked green circles should appear and the numbers to the right of the first two buttons should be the same. If they are not equal the process can be restarted at step 1 or 2. For steps 1 & 2 progress is indicated in the lower left corner. You will receive a confirmation message after the step is complete.

Button/Field	Description
Latest Settlement Date	This date represents the most recent Settlement date which has been processed.
Settlement Date	The current Settlement date considered for processing.
Get Settlement Data	Button that starts step one of Settlement Processing.
Get Settlement Details	Button that starts step two of Settlement Processing.
Post Process Data	Button that initiates the final step of Settlement Processing.
Notes	Button that displays/allows notes to be associated with the settlement date.
Reset	Button used to stop the process from running. Use this when your wait time is long. You will have to begin again.
Saturday/Sunday Swipes	Button that will indicate and show the children who swiped successfully on a Saturday or Sunday during the Settlement Period. (NOT SHOWN HERE)

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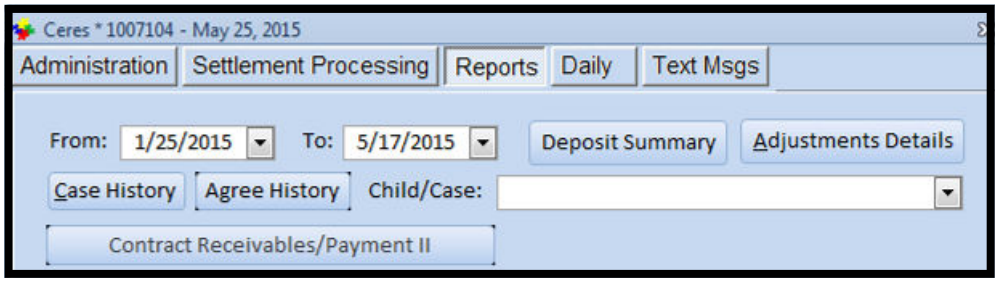
Reports Tab



Button/Field	Description
From Date	A settlement date in which the "Get Settlement Data" step has been completed.
To Date	A settlement date in which the "Get Settlement Data" step has been completed.
Deposit Summary	Button that displays an itemized attendance payment sheet starting with the "From Date" to the "To Date".
Adjustment Details	Button that displays an itemized view of all adjustments starting with the "From Date" to the "To Date".
Case History	Button that selects the "Case History Report' for the selected child/siblings using 'From Date' and "To Date". The child should have a payment in the "From Date" settlement period. The report is shown when the child is selected.
Agree History	Button that selects the "Agreement History Report". The child should have a payment in the "From Date" settlement period. The report is shown when the child is selected. The report is shown when the child is selected.
Child Case	Drop down list of children present during the "From Date" settlement period.
Contract Receivables/ Payment II	Button that opens the "Contract Receivables/Payment II" report.

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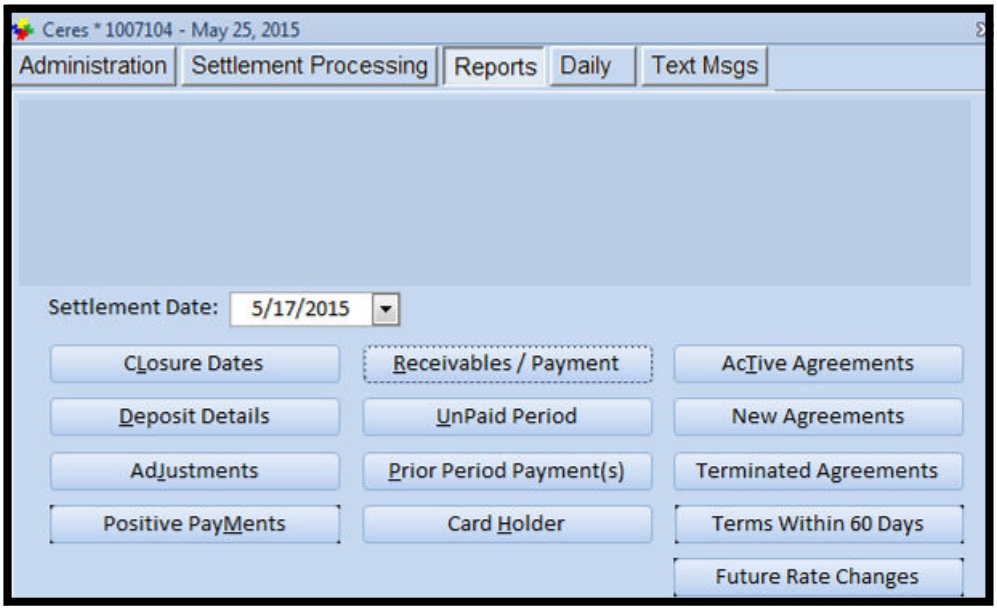
Reports Tab - Continued



Button/Field	Description
Settlement Date	This date represents the settlement date used for settlement reports.
Closure Dates	This button opens the current location closure dates to view or modify. Add dates here for the current period to eliminate all children appearing to be missing swipes.
Receivables/Payment	Button that generates the settlement period Receivables/Payment report.
Active Agreements	Button used to select and view active clients based on a chosen date.
Deposit Details	Button that generates a detailed report of the settlement period.
Unpaid Period	Button that generates the Unpaid Period Report.
New Agreements	Button that displays the “New Agreements” report, all agreements with the date they were added to the portal.
Adjustments	Button that opens the detailed “Adjustments” report for the settlement period.
Prior Period Payment	Button that opens the report showing all prior period payments, ie payments processed by Manual Claims included in the current settlement period.
Terminated Agreements	Button that opens the “Terminated Agreements” report. Agreements that have been prematurely terminated.
Positive Payments	Button that opens a report of payment days for each child in the settlement period.
Card Holder	Button that opens a report of each card holder for each child currently in-care. The report also includes the phone number of the primary card holder.
Terms Within 60 Days	A report that shows current children who have no contract beyond 60 days from the current day.
Future Rate Changes	A report that shows all the children whose rate of daily pay will increase/decrease in the future.

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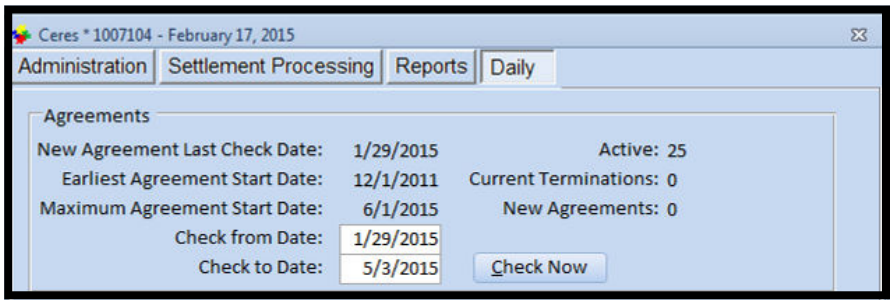
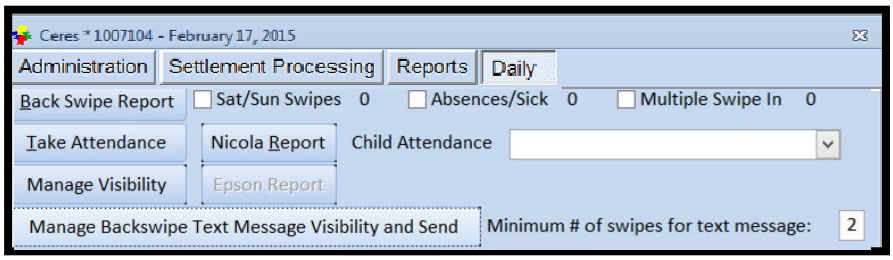
Daily Tab - Agreements



ECC Companion relies on its knowledge of agreements. The ***"Check Now"*** button gets new and terminated agreements from the web portal. **CLICK THE "CHECK NOW" BUTTON ONCE PER DAY.** Should there be any new or terminated agreements the system will notify you. The ***"Check from Date"*** and ***"Check to Date"*** can be set to any date from 1 year prior to the current date to any time in the future. The ***"Check to Date"*** should always be equal to or greater than the ***"Check from Date"***. This date will automatically be set to 75 days from the current date. This allows the system to produce the "Active Agreements Report" and the "Terms Within 60 Days" report. If there are more 1,000 agreements within the date range you will be notified, modify the dates to a smaller time frame and try again.

Daily Tab - Attendance



ECC Companion checks for missing swipes for the current day and previous 13 days by clicking the ***"Back Swipe Report"*** button. Upon completion the system will pop-up the ***"Comisky Report"***. The system will also export the results to be opened by a Microsoft Excel Macro Enabled Worksheet with the name ***"Comisky Data Crosstab New XXXXXXXX.xlsm"*** (XXXXXXX = current location number e.g. 1007104). When clicked the system will ask the question ***"Use existing data (Yes) or check ECC for new swipes (No)?"*** . If you want ECC Companion to log into the portal and check for new swipes respond **NO**, otherwise, **Yes** if the system should use existing data.

If there was anyone who successfully swiped on a Saturday or Sunday during the backswipe period and the ***"Sat/ Sun Swipes"*** check box is checked you will be shown a datasheet with the names of the child(ren) for which this occurred. The same holds true for absent/sick or multiple swipes for a child when the ***"Absences/Sick"*** or ***"Multiple Swipe In"*** check box is checked. The numbers after each label will tell how many of each exists.

The ***"Take Attendance"*** button will have ECCC log into the portal and check for swipes for the current day only. The ***"Nicola Report"*** button will produce an individualized swipe report for children missing swipes. The ***"Manage Visibility"*** button allows you select children to ***"Ignore"*** that you know are not attending but remain in the portal. When a child is ***"Ignore(d)"*** they will not appear on any of the backswipe reports. The ***"Child Attendance"*** drop-down allows you to select a child and see the current successful swipes during the backswipe period. The ***"Epson Report"*** is an individualized thermal printed missing swipes report for clients who have an Epson Thermal Printer.

"Minimum # of swipes for text message:" is used when sending text messages to parents/guardians who are missing swipes for a child. If there are at least tis number the parent will be sent a text message. The ***"Manage Backswipe Text Message Visibility and Send"*** button allows you to select who will/will not receive text messages for missing swipes and initiate the process to send the text. This button opens the ***"Backswipe Text Message Visibility"*** screen.

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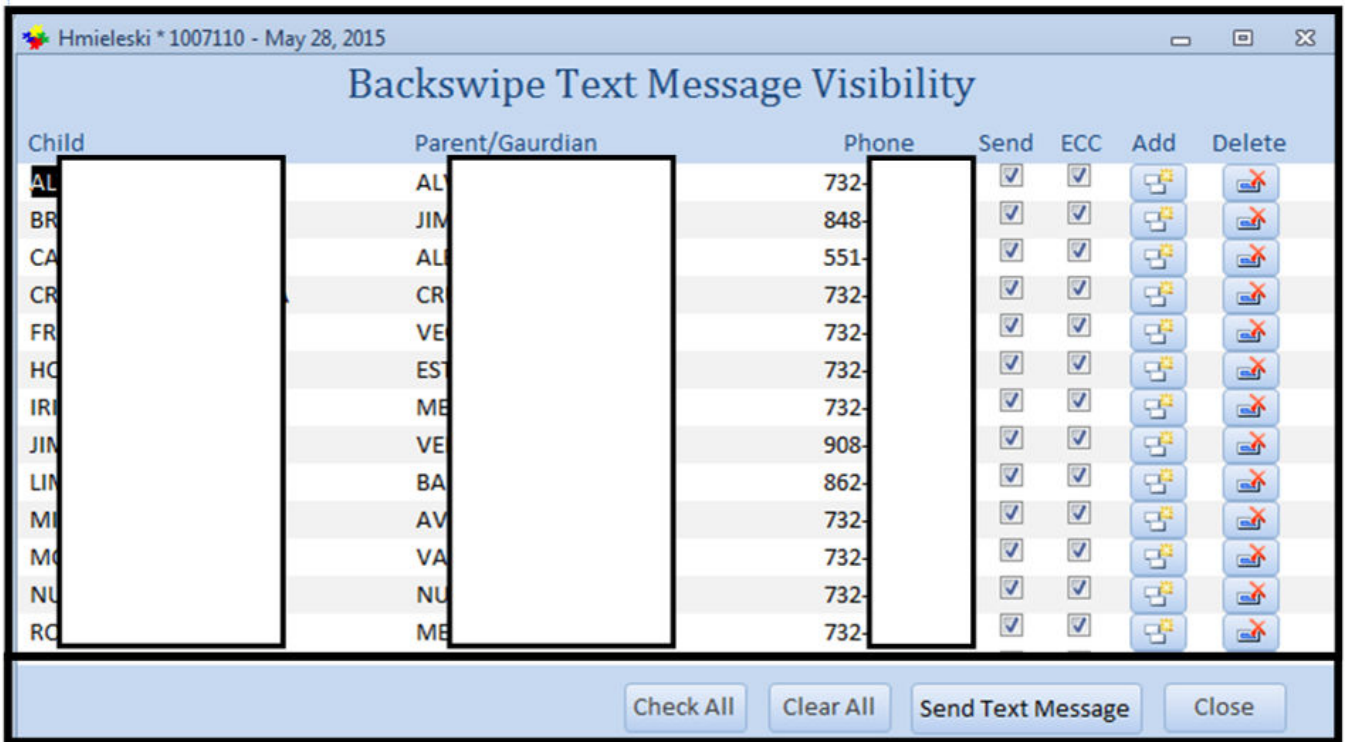
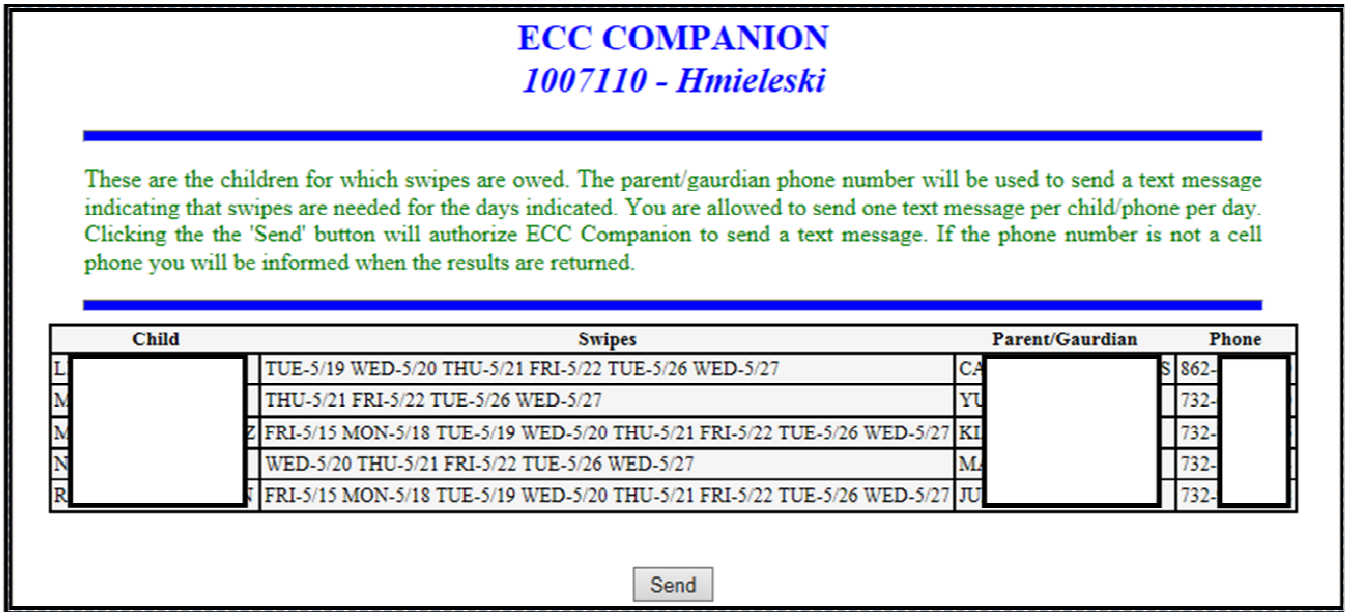
Daily Tab - Attendance - continued



This screen allows you to determine which child/parent/guardian/phone will ever receive a "Missing Swipes" text message. ECC companion uses the phone number associated with the primary card holder to send the message. If the phone number is not a cell phone you will be notified after your first attempt to send a text message. If you know a phone number is not a cell phone or you determine that a parent/guardian phone should not be sent a message you would uncheck the ***"Send"*** box next to the parent/guardian name. A checked box under the ***"ECC"*** column indicates the phone number's origin is the ECC web portal; this number cannot be deleted by the ***"Delete"*** to the far right. You can add as many phone numbers as you like for a child by clicking the ***"Add"*** button. Clicking ***"Check All"*** will check the ***"Send"*** box for all the phone numbers. The ***"Clear All"*** will uncheck the ***"Send"*** box for all the phone numbers. Clicking the ***"Send"*** button will generate the screen below of child/parent/guardian/phone numbers that meet the minimum swipe criteria with the ***"Send"*** box checked. Clicking send on this screen will generate a text message with the child's first name and contents of the "Swipes" column e.g.
"YMCA Needs Swipes for Mary THU-5/21 FRI-5/22 TUE-5/26 WED-5/27"


ECC COMPANION
1007110 - Hmieleski
These are the children for which swipes are owed. The parent/gaurdian phone number will be used to send a text message indicating that swipes are needed for the days indicated. You are allowed to send one text message per child/phone per day. Clicking the the 'Send' button will authorize ECC Companion to send a text message. If the phone number is not a cell phone you will be informed when the results are returned.
Child
Swipes
Parent/Gaurdian
Phone
TUE-5/19 WED-5/20 THU-5/21 FRI-5/22 TUE-5/26 WED-5/27
THU-5/21 FRI-5/22 TUE-5/26 WED-5/27
FRI-5/15 MON-5/18 TUE-5/19 WED-5/20 THU-5/21 FRI-5/22 TUE-5/26 WED-5/27
WED-5/20 THU-5/21 FRI-5/22 TUE-5/26 WED-5/27
FRI-5/15 MON-5/18 TUE-5/19 WED-5/20 THU-5/21 FRI-5/22 TUE-5/26 WED-5/27
Send

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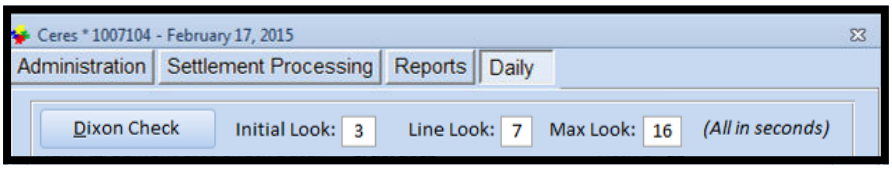
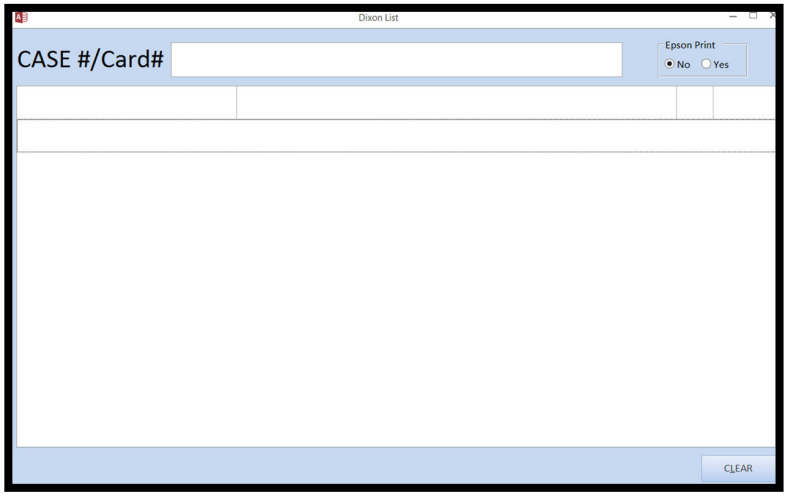
Daily Tab - Dixon Check

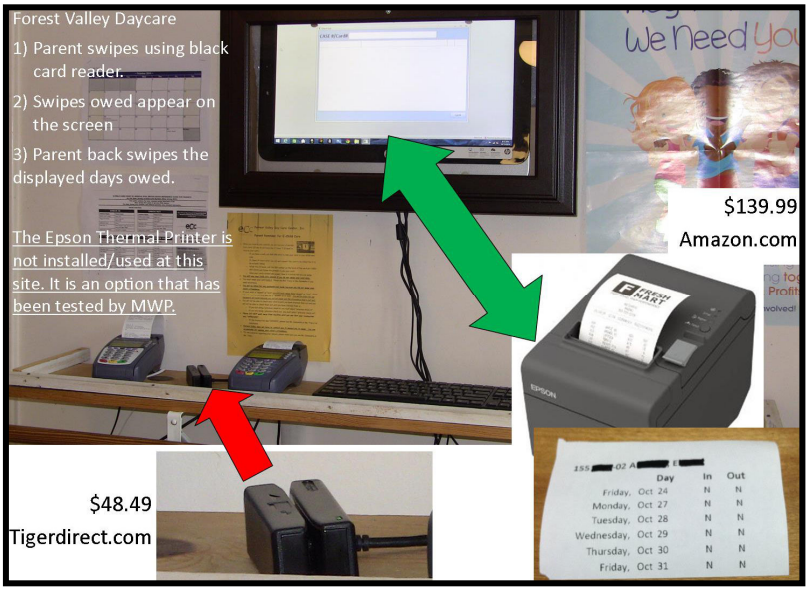


The Dixon Check button will open up the ***"Dixon List"*** screen below to be view by parents/guardians as they swipe in/out there child. ECC Companion allows the use of a card reader to read the EChildCare card and display the current missing swipes for all children associated with the card. The ***"Initial Look"*** value states how long a parent/guardian is given to first view the screen, followed by a number of seconds to review each line - ***"Line Look"***, followed by the maximum time the missing swipe information should stay on the screen - ***"Max Look"***.



With the cursor in the ***"CASE #/Card#"*** field the parent would swipe their card and the missing swipe information for all children would appear below in the white box, if the ***"Epson Print"*** value is no. If the ***"Epson Print"*** value is yes ECCC will print an individual missing swipe report on the connected Epson Thermal Printer for each child. The ***"Clear"*** button will remove the current information from the screen otherwise when the maximum time has been met all information is cleared from the screen.

NOTE: The system will give the same response when the child's Case# or Card# is typed into the field.


Forest Valley Daycare
1) Parent swipes using black card reader.
2) Swipes owed appear on the screen
3) Parent back swipes the displayed days owed.
The Epson Thermal Printer is not installed/used at this site. It is an option that has been tested by MWP.
$139.99
Amazon.com
$48.49
Tigerdirect.com

Forrest Valley - Dixon Check Setup

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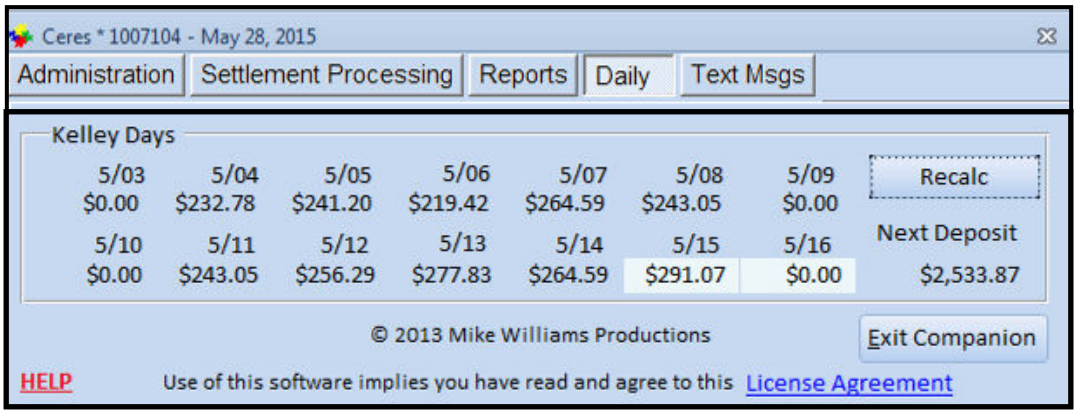
Daily Tab - Kelley Days



"Kelley Days" are a preview to the next Settlement Period's deposit. It is an approximation that does not take into account Sick days or 80% payments. The numbers are based on positive swipes by children under contract during the days shown. Clicking the **"Recalc"** button will generate daily revenue for the dates shown. Dollar amounts with white backgrounds are within the backswipe period, hence they can be affected by backswipes.

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